

CURRENT EMPLOYMENT OPPORTUNITIES:

Job Title: **Human Resource Director**

Full-Time: ☒ Part-Time: ☐ Temporary: ☐ Seasonal: ☐ Other: ☐ _____

Department: **Human Resource**

HOURS OF WORK: **Monday through Friday, 8:30 AM to 5:00 PM, plus after hours meetings and events outside of the regular workday.**

SALARY RANGE: **\$60,371 to \$85,389**

Application Information:

POSITION OPEN DATE: **August 2, 2016**

POSITION CLOSE DATE: **Open until filled**

RECRUITMENT STATEMENT: The Human Resource Director should be an excellent communicator who maintains partnerships and positive working relationships with other departments and the management team. The Director shall have the ability to empathize with employees, while being consistent in the application of policies and procedures. The Director shall be a seasoned expert with highly effective management and administrative skills, have excellent judgement and be honest, firm, and fair. An assertive leader who identifies, manages, and resolves high priority issues in accordance with current employment law and human resource management practices.

The Human Resource Director shall be a proactive risk manager, creative thinker and have demonstrated problem solving skills and the ability to diplomatically apply principles of negotiation in formal situations with others.

The Human Resource Director shall be enthusiastic, self-reliant, and have a self-starting approach to job responsibilities and accountabilities.

HOW TO APPLY: Interested and qualified persons may email resumes to Kristi Wilson at: kwilson@carrollton-ga.gov. Resumes received will be responded by the Human Resource Department at our earliest convenience.

NOTE: NO PHONE CALLS PLEASE.

** Please note that successful candidates for employment must pass a background check and drug screening prior to employment. **

GENERAL STATEMENT OF JOB

Under limited supervision, manages and directs the Human Resource Department, serves as Special Projects and ADA Coordinator for the City of Carrollton. Duties and responsibilities include providing assistance in the formulation and implementation of City personnel policies and procedures; employee pay scale, paygrade and benefits, interacts with officials and representatives of the Labor Department, EEOC, Workers Compensation Board and other governmental agencies regarding matters related to employment practices; developing, implementing and updating policies and procedures which affect human resources, training, and employee relations issues; maintaining applicable records; producing various reports; working with Department Heads in

finding solutions to ADA type issues and serving as the Special Projects Coordinator. The Human Resource Director will be a proactive risk manager and supervise and create programs and projects to reduce the City's exposure in all respects of City business. Oversees the Records, Payroll, and City Hall Maintenance departments/divisions of the City. Reports to the City Manager.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Assist in the formulation and implementation of City Personnel Policies and Procedures; recommends necessary personnel changes or plans of action regarding issues affecting City personnel operations.

Prepares, monitors and maintains personnel files such as applicable leaves (vacation, sick, holiday, etc.); employee appraisals; insurance; workers compensation; etc. and maintains confidentiality requirements.

Interacts with officials and representatives of the Labor Department, EEOC, Workers Compensation Board and other governmental agencies regarding matters related to employment practices, the City's compliance with laws, rules, policies and regulations.

Advises City Manager's Office regarding issues affecting employees including, but not limited to selection, pay and classification, benefits, performance, disciplinary action, grievance procedures and resolutions.

Understands and operates risk management programs in all respects of City business; including creation and maintenance of safety policies, and procedures for: reporting, investigation, and analysis; litigation management; resolution/outcome management; and the delivery of claim information.

Understands and communicates liability claims management philosophy and strategies to management. Builds, maintains, and manages relationships with claims adjusters, insurers, outside legal counsel, and other claims related parties. Ensures external reporting requirements are met. Operates and organizes the design, analysis and delivery of claim information which influences risk management behavior.

Develops, implements and updates policies and procedures which affect human resources, training and employee relations issues.

Consults with managers and supervisors to provide support for recruitment, interviewing and selection of candidates, promoting diversity as a criterion for candidate consideration.

Oversees Human Resource staff in management of benefits and related matters. Oversees maintenance of relationship with carriers, enrollment, and monthly bills.

Responsible for providing employee health insurance plan administration, participant communications and customer service of the company's benefit plans and provides counsel to employees relative to their coverage and options according to established policy.

Plans, develops, implements and monitors City wide wellness initiatives. Develops programs that create awareness, motivation and provides tools to employees that help them adapt and maintain a well-rounded healthy lifestyle.

Oversees employment practices, employee relations, and benefits administration.

Reviews employee performance appraisals; checks for completeness of forms and documentation; ensures that immediate supervisors are properly trained in conducting performance appraisals.

Conducts training in area of interpersonal relations and stress management.

Prepares and conducts new employee orientation to foster positive attitudes toward City goals, policies and procedures; may conduct exit interviews to determine reasons for separations.

Oversees the City's ADA compliance efforts by investigating complaints, posting public notices, reviewing department publications; conducting a City-wide self-evaluation of plan compliance; preparing transition plans; adopting and publishing a formal grievance/complaint procedure and documenting all ADA program efforts.

Organizes and maintains employee database, assist with payroll generation as needed, benefits administration (and assist in employee problems thereof), employee relations, orientation/training/development, and policy/procedure development.

Manages the Employee Assistance Program to include administration of all employee benefit programs; counsels and assists employees regarding program and trains supervisors in their roles and responsibilities.

Oversees the payroll clerk and generation of payroll checks and any and all local, state and federal reporting and compliance.

Oversees the Records Department and City Hall General Maintenance personnel.

Oversees development and monitoring of the Human Resource Department budget.

Serves as the City Pension Secretary.

Attends Council Meetings as requested by the City Manager's Office.

Provides management support to Department Directors as needed.

Serves as Special Projects Coordinator; designs forms, memos, handouts, etc. for CMO; plans annual employee appreciation banquet and picnic; designs employee awards program; develops and distributes quarterly employee newsletter; assists in the development of annual reports for the City of Carrollton.

ADDITIONAL JOB FUNCTIONS

Supervises, directs and evaluates assigned staff, handling employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals.

Prepares and presents the annual budget for personnel operations; monitors compliance of same.

Compiles and maintains statistical records regarding recruitment, interviews, new hires, transfers, promotions, terminations and performance appraisals; utilizes knowledge of job requirements, valid selection processes and legislation pertaining to equal employment practices.

Performs other related duties as required.

MINIMUM TRAINING AND QUALIFICATIONS

Bachelor's Degree in Public Administration, Human Resource Management (or related) with three to five years of progressive management experience required; or any equivalent combination of education, training, and experience which provides the necessary knowledge, skills, and abilities for this position.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines such as a computer, typewriter, adding machine, copier, fax machine, copier, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for sedentary work. Must be able to lift and/or carry weight of twenty to forty pounds.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange administrative information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to human resource management and all applicable compliance regulations. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the position of Human Resource Director.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and elected officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with office equipment and recording devices.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and elected officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency related to human resource management.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has extensive knowledge of the policies, procedures, and activities of the City and human resource management to include personnel policies and procedures, compliance rules and regulations and administrative practices as they pertain to the performance of duties relating to the position of Human Resource Director. Has extensive knowledge of human resource management and administrative practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Is able to develop and implement long-term goals for the department as necessary in the promotion of effectiveness and efficiency. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with subordinates, supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, management, human relations, and technical skills. Is able to use independent judgement and discretion in supervising subordinates including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations using percentages and decimals. Is knowledgeable and proficient with computers. Is able to read, understand and interpret financial reports and related materials.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all departments and divisions, co-workers and the general public.

Quantity of Work: Performs described "Essential Functions" and related assignments efficiently and effectively in order to produce quantity of work which consistently meets standards and expectations of the organization.

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, policy, standards and prescribed procedures. Remains accountable to assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absences and tardiness. Provides adequate notice to supervisors with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with City and/or department policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between staff persons and departments within the City.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and departmental benefit. Contributes to maintaining high morale among all department employees. Develops and maintains cooperative and courteous relationships with department staff and employees in other departments, representatives from organizations, and the public so as to maintain good will toward the department and to project a good department image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the department. Emphasizes the importance of maintaining a positive image within the department. Interacts effectively with Assistant City Manager, department heads, staff, elected officials, and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work assignments and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the department and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the City regarding the activities of the department and works to see that these expectations are met. Designs and formulates ways, means, and timing to achieve the goals and objectives of the department and the City. Within constraints of City policy, formulates appropriate strategy and tactics for achieving departmental and City objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve the goals and objectives of the department and the City.

Organizing: Organizes work and that of subordinate staff. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all City and department matters affecting them and/or of concern to them.

Staffing: Works with the department staff, and supervisors where appropriate, to select and recommend employment of personnel for the department who are qualified both technically and philosophically to meet the needs of the department and the City. Personally directs the development and training of department personnel ensuring that they are properly instructed, oriented and trained.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of City goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of City standards, methods and procedures.

Delegating: Assigns duties to staff as necessary and/or appropriate to meet department goals, enhance staff abilities, build confidence on the job and assists staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the department. When a particular policy, procedure or strategy does not foster the desired result, moves decisively and explicitly to develop and implement alternatives.

Creativity: Regularly seeks new improved methodologies, policies and procedures for enhancing the effectiveness of the department and the City. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers their suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of City policies regarding the department and City function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the City and continually reviews department policies to ensure that any changes in City philosophy or practice are appropriately incorporated. Also understands the relationship between the operating policies and practices and department morale and performance. Works to see that established policies enhance same.